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| **ROLE PROFILE: Programme Funding Governance & Risk Specialist** | |  |
| Position Title: | Programme Funding Governance & Risk Specialist (NEW0000410) |

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| **Team** | Programme Funding | **Grade** | P3 |
| **Reports To (Title)** | Global Head of Programme Funding Strategy, Governance  & Risk | **Contract Length** | Permanent |
| **Location** | Any | **Time-zone** | Any |
| **Languages** | Any | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To provide strategic leadership and direction on all Programme Funding matters across Save the Children. Optimise and align our local-to-global programme funding portfolio and drive continuous improvements in our capabilities, funding practices and donor partnerships. Blend art and science to turn insights into action. Collaborate extensively across the movement, and partner closely with key stakeholders, both within and beyond StC, to directly inform, shape, and connect key strategic programme funding trends and initiatives that advance the movement's Global Strategy and Global Funding Framework ambitions.  **Role purpose**  To oversee, support and enhance Save's programme funding governance and related risk management; ensuring alignment with global strategies and regulatory requirements. This role exists to ensure that the organisation's programme funding policies, practices and procedures (including the Funding Protocol) are current, optimised for growth, and are aligned with global commitments such as the Grand Bargain and Localisation. The role will actively support global initiatives across the movement, to enhance current programme funding governance, donor due diligence, and funding risk assurance across our global programme funding portfolio. This role focuses on driving a culture of collective decision-making and action, both strategically and operationally, and will collaborate closely with senior stakeholders and  functional experts to ensure the effectiveness and integrity of our programme funding processes. |

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| **Principal Accountabilities** |
| * Drive the continuous improvement and implementation of programme funding policies, procedures and toolkits, ensuring alignment with Save the Children's global strategies and external regulatory requirements. * Support initiatives to enhance cross-movement programme funding specific donor due diligence and processes, fostering transparent and effective communication with members, countries, donors and partners to maintain trust and compliance. * Maintain a local-to-global view of and aggregate reporting on Save the Children's global programme funding risks - strategic and operational - and, in collaboration with others, drive collective action plans to address and mitigate the (biggest) challenges and opportunities identified. * Help ensure compliance with all Programme Funding governance requirements; tracking and reporting on issues, and ensuring all funding policies and procedures align both with internal policies and standards, as well as external commitments like the Grand Bargain and Localisation. * Facilitate cross-functional collaboration with senior stakeholders and subject matter experts from across the movement related to Programme Funding Governance and Risk Management. * Provide capacity-building support and training to Country, Global and Member teams on all   Programme Funding governance obligations, standards and best practices, fostering an environment of continuous learning and skill enhancement. |

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| **Budget** |
| none |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0 Manager of a team: no  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Less than 5% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  GIPG & GPDs, COs, IPOps, OHT, AMDC, Risk Assurance, TDIT, I&I TE, Member Finance  **External**  Agencies, consultants, freelancers, NGO peers |

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| **Competencies** |
| * Leading and inspiring others: Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for children. *(Accomplished)* * Problem solving and decision making: Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation. *(LeadingEdge)* * Innovating and Adapting: Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments. *(Accomplished)* * Applying technical and professional expertise: Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation. *(LeadingEdge)* |

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| **Experience and Skills** |
| **Essential Experience:**   1. Experience in managing governance and funding or donor compliance within a global organisation or similar context. 2. Considerable experience in implementing and improving programme funding policies to align with organisational strategies and regulatory requirements. 3. Proficient experience in risk identification, assessment, and mitigation within programme funding context - both operational and strategic. 4. Experience working collaboratively with cross-functional teams and senior stakeholders to drive collective decision-making and strategic initiatives.   **Desirable Experience:**   * 1. Substantial experience in donor compliance and due diligence and maintaining compliance with funding requirements from diverse sources.   2. Experience in fostering an inclusive work environment and applying diversity, equity, and inclusion principles in governance practices.   3. Significant experience in representing an organisation in high-level discussions with donors and regulatory bodies.   4. Experience in the humanitarian or international development sector, particularly in programme funding and governance roles. |

**Essential Skills:**

1. Extensive understanding of donor compliance obligations, fundraising regulatory requirements, and best practices in programme funding governance.
2. Strong analytical skills with the ability to interpret complex regulatory and contractual requirements and ensure compliance.
3. Excellent interpersonal and communication skills, capable of working across organisational boundaries and engaging with stakeholders at all levels. Strong writing and presentational skills, enabling you to convey complex information to diverse stakeholder groups.
4. Proficiency in developing and implementing risk management frameworks and tools.

**Desirable Skills:**

* 1. Strong project management skills with proven ability to manage multiple priorities and deliver results under pressure.
  2. Ability to provide training and capacity building, fostering a culture of continuous learning and skill enhancement within teams.
  3. Solid understanding of financial management and programme funding protocols within the non- profit sector.
  4. Competence in using data analysis software or tools for risk assessment and reporting

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| **Education and Qualifications** |
| **Essential:**   * Education: Educated to degree level or equivalent professional experience - in international development, business administration, finance or a related field * Multi-Language Proficiency: While English is essential, proficiency in other languages commonly used in SCI/A programme funding operations, such as French, Spanish or Arabic, is desirable. * CPD: Commitment to continuous professional development to stay updated with the latest trends in risk management, programme funding and business development is required. * Travel: Willingness and ability to travel to different country offices as required.   **Desirable:**   * Professional certifications in Risk Management, Governance, or Compliance would be advantageous. Certification in compliance or regulatory affairs is desirable. * Accredited membership of relevant professional bodies is desirable |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.  We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
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